

**CALIFORNIA DEPARTMENT OF CORRECTIONS
AND REHABILITATION
NOTICE OF CLOSING DATE**

RRD: 01/25/07

EXAMINATION TITLE: **CORRECTIONAL CONSULTANT I, COMMISSION ON
CORRECTIONAL PEACE OFFICER STANDARDS AND
TRAINING**

**CORRECTIONAL CONSULTANT II, COMMISSION ON
CORRECTIONAL PEACE OFFICER STANDARDS AND
TRAINING**

EXAMINATION CODE: **7CE10-01/02**

EXAMINATION BASE: **OPEN**
CONTINUOUS FILING

CLOSING DATE: **FEBRUARY 22, 2007**

This is to announce the examination CLOSING date for the above-mentioned continuous filing examination. Applications must be **POSTMARKED** by the application deadline indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline date will be retained for 12 months for the next examination. After this period, applicants should submit a new application.

APPLICATION DEADLINE
February 22, 2007

TEST DATE
April/May 2007

Submit Examination Application (Std. Form 678)

By mail with:

or

In person with:

**Department of Corrections and Rehabilitation
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545**

**Department of Corrections and Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the application deadline date to the same street address as listed above for the Office of Selection Services.

If you meet the entrance requirements for **Correctional Consultant I, Commission On Correctional Peace Officer Standards and Training (CCPOST) and Correctional Consultant II, CCPOST**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.



CORRECTIONAL CONSULTANT I,
COMMISSION ON CORRECTIONAL PEACE
OFFICER STANDARDS AND TRAINING

CORRECTIONAL CONSULTANT II,
COMMISSION ON CORRECTIONAL PEACE
OFFICER STANDARDS AND TRAINING

Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: **or** **In person with:**
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Office of Selection Services **Office of Selection Services**
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Sacramento, CA 94283-0001 **Sacramento, CA 95814**
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NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.
All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the Office of Selection Services as indicated above.

SALARY RANGE(S) As of: **July 1, 2006**

CORRECTIONAL CONSULTANT I, CCPOST
\$5,940 - \$7,219

CORRECTIONAL CONSULTANT II, CCPOST
\$6,697 - \$8,140

MINIMUM QUALIFICATIONS **CORRECTIONAL CONSULTANT I, CCPOST**

Either I
Experience: Two years of experience as a correctional peace officer comparable to the class of Correctional Sergeant.

Or II
Experience: Three years of experience as a correctional peace officer at a level comparable to a Correctional Officer, including responsibility in training program development, implementation, or monitoring; correctional peace officer selection; auditing or evaluating apprenticeship programs; or program analysis, development, or research. **and**

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree or higher. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

MINIMUM
QUALIFICATIONS
(CONTINUED)

CORRECTIONAL CONSULTANT II, CCPOST

Either I

Experience: One year of experience performing the duties of a Correctional Consultant I, Commission on Correctional Peace Officer Standards and Training, in the California state service.

Or II

Experience: Two years of experience as a correctional peace officer at a level comparable to that of a Correctional Lieutenant. and

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree or higher. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

BOTH CLASSIFICATIONS

Additional Desirable Qualifications: Experience in developing and presenting complex correctional peace officer training programs; and formal training in selection and training-related job analysis techniques.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

BOTH CLASSIFICATIONS

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. The provisions of applicable State and Federal laws, rules, and regulations related to correctional peace officers selection and training standards
2. Current issues and problems in correctional administration
3. Contemporary methods of correctional administration
4. Effective training methods and principles as applied to correctional peace officer training
5. The principles and practices of personnel selection as applied to correctional peace officer selection

B. Ability to:

1. Communicate effectively with all levels in correctional administration
2. Prepare clear, concise, and effective written reports and standards
3. Analyze broad, complex, and politically sensitive issues accurately and take appropriate action
4. Perform research of complex policy issues within the area of correctional peace officer training and prepare comprehensive, sensitive, and complex documents for statewide use
5. Establish and maintain cooperative relationships with persons involved in correctional administration, training, and education
6. Make effective presentations to correctional administrators, correctional peace officer groups, education institutions, and boards and commissions
7. Evaluate the conduct of correctional peace officer training, apply job analysis principles in such evaluation, and develop standards governing such training

CORRECTIONAL CONSULTANT I, CCPOST

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

For each classification listed above, a separate eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)	<p><u>A CORRECTIONAL CONSULTANT I, CCPOST</u>, the first entry and journey person level is supervised by a supervisor or manager on the Commission staff but are often assigned to work directly with and receive guidance from Correctional Consultants II. Incumbents are usually assigned specific projects in the development or monitoring of training and selection standards, given the less difficult consulting assignments, or work closely with Correctional Consultants II on the more difficult projects or consulting assignments and do other related work.</p> <p><u>A CORRECTIONAL CONSULTANT II, CCPOST</u>, the second entry and higher journey level, receives general direction from a supervisor or manager employed by the Commission. Incumbents work throughout the State with very little supervision and with wide latitude in the exercise of judgment; provide the full range of expert consultation on training and selection standards; work on the more difficult and sensitive legislative and policy issues having major impact and does other related work.</p> <p>Position(s) exist in various locations throughout the state with the Department of Corrections and Rehabilitation.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS